

- The following Desk Aid instructs users on how to Enter and Maintain SpeedCharts
- SpeedCharts are used in the following Module Areas:
 - AP – Vouchers
 - AP – Expenses
 - AR – Direct Journal
 - PO – Requisitions
 - PO – Purchase Order
 - PO – PCARD
- SpeedCharts ARE NOT module specific, meaning they can be seen and used in all the above mentioned Module Areas (for adding PCARD SpeedCharts please see Desk Aid titled ‘Adding & Maintaining P-Card Holder Profiles’)
- The following Security Role has View Only Access to SpeedCharts:
 - KAR_AGY_ADMIN
- The following Security Roles have access to Add/Update SpeedCharts:
 - KAP_AGY_AP_MAINTAINER
 - KAR_AGY_CONFIGURATOR

Note: The term ‘Speed Type’ may appear in certain modules within SMART, this is not to be confused with ‘SpeedChart’ as they are two separate functions.

SpeedCharts...How They Work

- SpeedCharts are given an Effective Date upon creation.
- Multiple SpeedCharts with the same name can be used as long as the Effective Date is different for each of them.

Scenario:

A SpeedChart named 'ABC' was created with an Effective Date of 7/1/10, it has 5 distribution lines and the percentages are split evenly 5 ways. On 8/1/10 the distribution changed. A new 'ABC' SpeedChart was created with an Effective Date of 8/1/10 and the distributions were changed accordingly.

What this means...if a transaction was entered into SMART with a date of 7/15/10, the system would know to use 'ABC' with an effective date of 7/1/10. If a transaction was entered 8/2/10, the system knows to use the 'ABC' with an effective date of 8/1/10. You will only ever see one 'ABC' in the SpeedChart dropdown, the system selects the SpeedChart based off of Effective Date.

Add a New SpeedChart

Step 1 : Navigate to Set Up Financials/Supply Chain>Product Related>Procurement Options>Management>SpeedChart

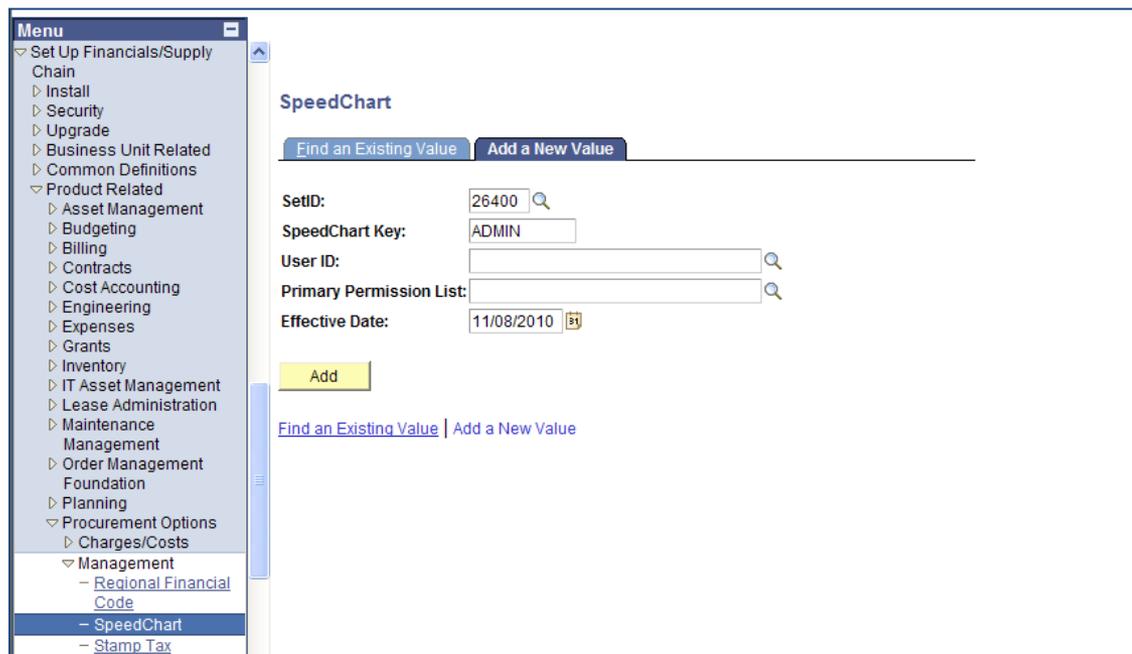
Step 2: Enter SetID (Agency Business Unit)

Step 3: Enter SpeedChart Key (unique name, can contain numbers and letters)

Step 4: Enter Effective Date (defaults with current date, can be edited)

Step 5: Click 'Add'

Note: DO NOT enter data in the USER ID or PRIMARY PERMISSION LIST fields



Menu

- Set Up Financials/Supply Chain
 - Install
 - Security
 - Upgrade
 - Business Unit Related
 - Common Definitions
 - Product Related
 - Asset Management
 - Budgeting
 - Billing
 - Contracts
 - Cost Accounting
 - Engineering
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 - Inventory
 - IT Asset Management
 - Lease Administration
 - Maintenance Management
 - Order Management Foundation
 - Planning
 - Procurement Options
 - Charges/Costs
 - Management
 - Regional Financial Code
 - SpeedChart**
 - Stamp Tax

SpeedChart

Find an Existing Value
Add a New Value

SetID:

SpeedChart Key:

User ID:

Primary Permission List:

Effective Date:

[Find an Existing Value](#) | [Add a New Value](#)

Add a New SpeedChart, cont...

Step 6 : Enter a Description

Step 7: Enter a Description (long)

Step 8: Enter Percent and ChartFields on line 1

Step 9: Click the plus sign on the far right to add lines

Step 10: Repeat Steps 8 & 9 as necessary

Step 11: Save

The total percentage must equal 100% in order to save the SpeedChart. PC ChartFields can be added to the SpeedChart

The required ChartFields (Dept, Fund, Bud Unit, Program and Account **DO NOT have to be populated on the SpeedChart, however they will be required on the transaction itself.

[New Window](#) | [Help](#) | [Customize Page](#) | 

SpeedChart

SetID: 26400 SpeedChart: ADMIN Eff Date: 11/08/2010 *Status: Active

Description: Total Percent: 100.00

Security Option

Universal (All Users)

One User

Permission

Definition

Enter Percentages

Enter Weights UOM:

Description:

Speed Charts											
	Percent	Weight	GL Unit	Dept	Fund	Bud Unit	Program	Account	PC Bus Unit	Project	Activity
1	50.00	0.00000	26400	2642101001	1000	0202	01030	421100			
2	50.00	0.00000	26400	2642101001	1000	0202	01030	420100			

 Save
 Notify

Note: DO NOT change the Security Options or Definition fields

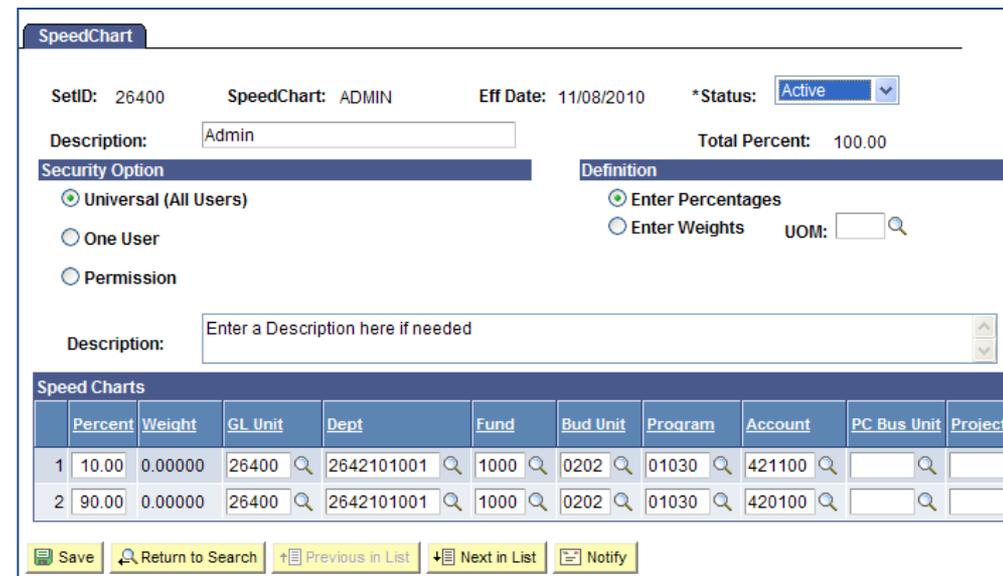
Update/Edit SpeedChart

**It is the Agency's discretion on whether they update SpeedCharts vs. creating new SpeedCharts. History of the SpeedChart is lost if you elect to update SpeedCharts vs. creating new SpeedCharts. Anyone in the Agency that has the KAP_AGY_AP_MAINTAINER or KAR_AGY_CONFIGURATOR role(s) HAVE access to do this.

- Step 1 : Navigate to SpeedCharts
- Step 2: Locate the SpeedChart to Inactivate
- Step 3: Scroll to the far right of page and click the 'Correct History' button



- Step 4: Scroll back to the far left and change the percentages or ChartFields
- Step 5: Save



Inactivate SpeedChart

Upon inactivating a SpeedChart it will no longer appear in the Module drop-downs. It will always appear in the SpeedChart list in Set Up Financials/Supply Chain navigation.

- Step 1 : Navigate to SpeedCharts
- Step 2: Locate the SpeedChart to Inactivate
- Step 3: Scroll to the far right of page and click the 'Correct History' button



- Step 4: Scroll back to the far left and change the Status from 'Active' to 'Inactive'
- Step 5: Save

